

## MILPERSMAN 1301-102

### OFFICER DISTRIBUTION - PROCESS

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1. **Policy.** The officer distribution process is cyclic in nature; the assignment of an officer to a billet results in the current billet incumbent becoming available for reassignment.

a. The common cue for action is an officer with an approaching projected rotation date (PRD).

b. The assignment officer recognizes that this officer will soon be available for a new assignment and will need to be proposed.

c. Placement officers review billets within their areas of responsibility. They identify billets staffed by incumbent officers who have approaching PRDs.

d. Collectively, these billets represent the pool of billets to which officers must be assigned.

2. **Background.** Officer distribution is the assignment of specific naval officers to fill the identified requirements of the service. The officer distribution process basically consists of identifying and placing a requirement (placement) and assigning an officer to fill the requirement (assignment).

a. Placement officers at Navy Personnel Command (NAVPERSCOM) represent the commands under their cognizance in the distribution process. Placement officers are charged with the responsibility of properly executing the policies of NAVPERSCOM and ensuring the best match between billet requirements and officer qualifications.

b. The assignment officer, also referred to as a detailer, represents the officer's interest in the distribution process. Assignment officers are responsible for ensuring that career needs and personal interests of each officer are served fairly. Distribution is made on a career community basis.

**3. Assignment Process Cycle**

**a. Gaining placement officer posts billet for fill.**

(1) The Online Distribution Ad Hoc Information Query System (ODIS) is used to identify PRDs that require posting. Brief posting notes are used whenever necessary to amplify the requirements for a particular billet. Placement officers post billets for relief at least 9 to 12 months before a relief is required on board, and earlier if necessary. When a billet is occupied, the posting is based on the incumbent's PRD and the billet desired for his/her numerical relief. The placement officer also determines whether the billet can be gapped and the length of the gap, beyond which the assignment officer is obligated to fill. For 1000/1050 billets, the placement officer liaisons with the NAVPERSCOM, Allocation and Statistics Branch (PERS-452).

(2) In the case of new activities under construction, the fill date of a posting will be the same as the pipeline entry date; with all other activities, the fill date will be the date the officer is required on board.

(3) When the incumbent is separating from the service, the fill date will be the month prior to the date of separation, minus any separation leave approved by the command (separation leave is for planning purposes and fill dates will not be governed by command approval of such requests), and the posting will contain the words "RESIG," "RETIREMENT," "RAD," or others as appropriate.

(4) Placement officers will not post for excess billets ashore without the permission of NAVPERSCOM, Distribution Department (PERS-4). Excess billets at sea will be posted per current policy. Whenever Long-Range Training and Requirements Plan (LORTARP) or other document is received from a command, placement officers ensure their postings are updated to reflect the new requirements.

**b. Assignment officer proposes officer to gaining placement for assignment to the billet.**

**c. Gaining placement officer then does the following:**

(1) Accepts proposal, constructs training track (if required), and initiates orders.

(a) To ensure maximum attention to each officer action, placement officers keep their action queues as brief as

possible. If, because of unusual circumstances, a proposal cannot be decided upon and orders initiated within a reasonable period of time, the proposal is rejected, with feedback to the originating detailer in the proposal section stating why the proposal could not be acted on.

(b) Proposals requiring informal board approval are not made until the board sheet has been signed by the approving authority. If placement officers receive a proposal via Officer Assignment Information System (OAIS2) in advance of an approved board sheet, they will reject it.

(c) In the same way, proposals to fill nominative billets are not made via OAIS2 until the nomination has been approved.

(d) Proposals that require courtesy calls are approved or rejected as quickly as possible, and courtesy calls are made without delay. Once a courtesy call is made, placement officers leave the proposal on their action queue for a period of not more than 5 working days, after which, hearing nothing to the contrary, they assume concurrence by the gaining command and process order documents to send the proposal to losing placement review.

(e) Training tracks will be constructed per Billet Specialty Training (BST) and other directives. Placement officers make every effort to keep pipelines as short and simple as possible. Unless certain information is available, the estimated date of detachment (EDD) will be assumed to be the middle of the month of availability. To ensure that officers are able to take Delay in Reporting (DELREP) when authorized, leave periods should be front-loaded. Only if a significant pipeline compression can be effected should the leave be broken up or scheduled for the end of the pipeline. Following the same logic, once the pipeline is complete, the officer should be ordered to the gaining command without delay with the estimated date of arrival (EDA) at the gaining command normally the same month as that in which the last intermediate activity ends, except when a school graduates at the end of the month or when a command's deployment complicates travel arrangements. To conserve temporary duty under instruction (TEMDUINS) funds, only training approved by Chief of Naval Operations (CNO) or Commander, Naval Education and Training Center (NETC) for each billet will be funded by NAVPERSCOM.

(f) Forwarding the proposal to losing placement carries the assumption that the gaining placement officer may not have access to the proposal again, and that all the requirements

for initiation of orders, including the confirmation of quotas, have been met.

(2) Rejects proposal. Rejected proposals are paralleled by a phone call or visit to the originating detailee.

**d. Once the proposal is accepted, the placement officer will make the incumbent available for transfer.**

(1) Officers will be made available for transfer as soon as their reliefs have been accepted and orders processed through OASIS. In determining the date of availability, placement officers take into account the entire pipeline of the relief, including leave and travel, and 10 days for face-to-face turnover. When the estimated date of arrival (EDA) cannot be determined within the reporting month, it will be assumed to occur at the end of the month, and the incumbent will be made available for transfer in the following month.

(2) Availability of officers at a command will not be postponed for any reason without a timely, written request from the officers or their command, and approved by the assignment officers and placement officers for all commands affected. In particular, the practice of informally holding officers in excess to smooth out "wardroom continuity" or to meet a scheduled command milestone is discouraged.

(3) If the orders of an officer's relief are canceled, the assignment and placement officers concerned will immediately confer regarding a new relief and the cancellation or postponement of the officer's availability until that time.

**e. Losing placement officer conducts losing placement review and approves detachment of officer from present activity.**

(1) Having made an officer available for transfer, the placement officer becomes, with regard to that officer, losing placement. The losing placement review is the last opportunity the losing placement officer has to ensure that a proper turnover has been provided.

(2) When conducting a losing placement review, the placement officer first examines the complete details of the assignment, both for the incumbent and for his/her relief. Not all the circumstances surrounding a detachment are apparent from the availability month; therefore, the use of Activity Texts (ATEXTs) and Personnel Texts (PTEXTs) in orders and the EDA at intermediate activities must be closely examined. ATEXTs, which are automatically generated by OASIS, describe general

information or a requirement that the officer should know about a particular activity. PTEXTS relate directly to the officer and contain information concerning an officer's instructions or obligations when reporting to a new command.

(3) On approving a losing placement review, the placement officer annotates the Unit Staffing Report for the detaching activity with the estimated date of departure (EDD) and the name of the gaining command.

(4) Disapproval of a losing placement review causes the proposal to be returned to the gaining placement officer for further action. The gaining placement and losing placement officers discuss the circumstances surrounding the disapproval and attempt to reach an agreement on the continued processing of the proposal. If the agreement requires changes to be made to the training tracks, the gaining placement officer makes those changes prior to rerouting the proposal to losing placement. If the agreement requires a change to the ultimate unit identification code (UIC) or billet sequence code (BSC), or the EDD needs to be changed to a date earlier than the officer's current availability date, the gaining placement officer rejects the proposal, and a new proposal must be initiated. If an agreement cannot be reached, the gaining placement officer must reject the proposal.

(5) Conflicts will be resolved per the policy stated above or will be forwarded for resolution to the first common superior in the NAVPERSCOM chain of command.

(6) When conducting a losing placement review for an officer being ordered from command, the losing placement officer ensures the immediate superior in command (ISIC) and other cognizant commands are included in the external message routing.

**f. Assignment officer completes orders and forwards for review and transmission.**

**4. Control of the Assignment/Placement Interface.** During the above cycle, officers are considered under the control of the placement officer from the time they are proposed and accepted for a new assignment until the time they are made available for transfer.

a. During the rest of the cycle, they are considered under the control of the assignment officer. When officers are under the control of either the assignment or placement officer, their status is not changed (e.g., availability canceled, PRD changed,

or assignment canceled) without the concurrence of the controlling officer.

b. Particularly in fast developing situations, assignment and placement officers cooperate to ensure optimum use of all officers actually available. Although the needs and desires of the individual are taken into account, the readiness of the affected command takes priority in any conflicts, with operating forces having priority over the shore establishment. This means that whenever possible, billets afloat will not be gapped, and the relief of officers will include the required 2 weeks (10 working days) for face-to-face turnover.

c. To prevent breakdowns in the officer distribution cycle, assignment and placement officers take particular care with those actions at the "seams" of the assignment/placement interface; namely, with postings, proposals, availabilities, and losing placement reviews. Although officer assignments are usually managed with the year and month as a standard unit, to minimize time lost during transition, the actual date of reporting or detachment will be used if known, or else estimated and considered, allowing for the full DELREP the situation and officer's status permits.

5. **Urgent Reassignment Action (URA)**. When the urgency of filling a billet justifies the reassignment of officers in advance of their normal rotation date without a relief, the placement officer owning a billet that must be filled will initiate an URA using the form in Exhibit 1. Assignment officers may also initiate an URA.

a. If the URA is approved, the losing placement officer and the assignment officer will coordinate so the losing command and individual are notified as close together as possible.

b. Losing placement will post the vacated billet with a fill date at original PRD of the candidate, 6 months from transfer, or as directed by NAVPERSCOM (PERS-4).

c. Orders will be prepared in the normal manner.

6. **Reassignment due to Officer Billet Cuts**. Congressional decisions often necessitate fiscal year end strength reductions. Essentially, strength reductions equate to billet cuts. It is very likely some of the billets cut will have officers serving in them. In these instances, the following guidelines apply:

a. Cognizant placement officers will make those officers assigned to billets, which have been cut available for reassignment, unless the officer can be reassigned to a valid billet within the same activity. Where appropriate, an officer in a cut billet can serve as the replacement for an officer departing the command.

b. All other reassignments will be made by the cognizant assignment officer in the following priority order:

(1) To a billet in the same geographic area (no-cost move). Department of Defense (DOD) overseas tour length requirements must be observed. Assignment officers will query shore assignment coordinators from other divisions to determine whether they are holding 1000/1050 Billet Fill Decisions for the same geographic area.

(2) To a billet in a different geographic area (cost move). If, in the judgment of the assignment officer, such action would harm the officer concerned, or, if Permanent Change of Station (PCS) budget constraints/DOD tour length requirements are involved, then the assignment officer may periodically review these cases to confirm that conditions which prevented reassignment are still valid.

**7. Officers under the Control of Assignment by NAVPERSCOM, Progression, Performance, and Security Department (PERS-8).** When notified by NAVPERSCOM, Officer Performance and Separations Branch (PERS-834) that an officer is "on control," the placement officer annotates the Unit Staffing Report accordingly, and will not permit that officer's status to be changed without the permission of NAVPERSCOM (PERS-8).

a. If more than 2 months elapse with no further notification from NAVPERSCOM (PERS-8), the placement officer requests a status report via the cognizant assignment officer. The fact that an officer is on control is not disclosed outside NAVPERSCOM.

b. Upon receiving written notification from NAVPERSCOM (PERS-834) that Secretary of the Navy has directed an officer's discharge, NAVPERSCOM (PERS-834) will do the following:

(1) Hand-deliver to the placement officer a memorandum of notification of intent to separate. (No further liaison with NAVPERSCOM (PERS-834) is required at this point. The officer is considered "unflagged" by NAVPERSCOM (PERS-834)).

(2) Prepare separation order with copies to both placement officer and detailee.

(3) If authority to separate an officer is received by NAVPERSCOM (PERS-834) prior to the 15th of the current month, separation orders will normally indicate the current month.

(4) If authority to separate an officer is received after the 15th of the current month, separation orders will normally direct separation during the next month.



## EXHIBIT 1

### URGENT REASSIGNMENT ACTION (URA) REQUEST

DATE:

From: PERS-\_\_\_\_  
To: PERS-4  
Via: PERS-\_\_\_\_ Gaining Placement Division Director  
PERS-\_\_\_\_ Assignment Division Director  
PERS-\_\_\_\_ Assignment Officer  
PERS-\_\_\_\_ Gaining Placement  
PERS-\_\_\_\_ Losing Placement  
PERS-\_\_\_\_ Losing Placement Div Director

Subj: URGENT REASSIGNMENT ACTION

1. An urgent reassignment action is requested to fill the following billet:

- a. Command \_\_\_\_\_
- b. BSC/title \_\_\_\_\_
- c. Desig/grade \_\_\_\_\_ BFD/Fill Responsibility \_\_\_\_\_
- d. Incumbent/PRD \_\_\_\_\_

2. Based on billet designator/BFD, PERS-\_\_\_\_ is posted to fill this billet. An urgent fill is needed for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Gaining placement division director approval/comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Assignment officer and division director comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- a. Proposed relief is: \_\_\_\_\_
- b. Billet/Grade/Desig: \_\_\_\_\_
- c. Duty Station: \_\_\_\_\_
- d. PRD: \_\_\_\_\_

e. Remarks: _____
f. Why was this officer selected? _____
5. Losing placement comments on impact of early transfer on current command: _____
a. What assignment branch has fill behind responsibility? _____
b. What is prognosis of fill? _____
6. Losing placement division director's comments: _____ _____ _____
7. PERS-4 decision: Approve _____ Disapprove _____ Comments: _____ _____ _____

(NOTE: Assignment officer may initiate URA for an individual by modifying paragraph 1 to read "for the following officer," if so, skip paragraph 4 in these cases.)

## EXHIBIT 2

### SCREENING SHEET FOR ASSIGNMENT OF OFFICER IN EXCESS

Date: \_\_\_\_\_

From: (Assignment or Placement Branch)

Subj: IT IS PROPOSED TO ORDER THE FOLLOWING OFFICER IN EXCESS AS  
FOLLOWS:

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Desig: \_\_\_\_\_ Grade: \_\_\_\_\_ Subspecialty codes: \_\_\_\_\_

Command: \_\_\_\_\_ UIC: \_\_\_\_\_

Additional Info: \_\_\_\_\_

Via: PERS-\_\_\_\_\_ (Assignment or Placement Division)

Recommend: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Comments: \_\_\_\_\_

Via: PERS-\_\_\_\_\_ (Assignment or Placement Division)

Recommend: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Comments: \_\_\_\_\_

Via: PERS-\_\_\_\_\_ (Assignment or Placement Division)

Recommend: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Comments: \_\_\_\_\_

Via: PERS-45

Recommend: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Comments: \_\_\_\_\_

Via: PERS-4B

Recommend: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_

Comments: \_\_\_\_\_

PERS-4 Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ See Me \_\_\_\_\_

(Return to originator with copy to NAVPERSCOM (PERS-45) after  
NAVPERSCOM (PERS-4) action.)